

APR 1 1954

MEMORANDUM FOR: Assistant Director for Personnel

SUBJECT: Administration of Travel and Transportation

REFERENCE: A. Memorandum to Chief, Regulations Control Staff from Deputy Assistant Director for Personnel, subject: "Transfer of Authority for Arranging the Transportation of Personnel to the Office of Personnel," dated 11 February 1954

B. Comments submitted to Chief, Regulations Control Staff by Deputy Assistant Director for Personnel on Draft Regulation Transportation Policy.

1. In Reference A the DAD/P calls attention to the need for revising Regulations to more correctly reflect the responsibilities, authorities and functions of the Logistics Office/DDA and the Office of Personnel with respect to Agency travel and transportation. With this suggestion I am in complete agreement. I have received the impression, however, from the views expressed in both Reference A and B that some confusion or misunderstanding exists concerning the proper method of delineating between the travel and transportation responsibilities and authorities of the Logistics Office, and the functional exercise of some of these responsibilities by the Central Processing Branch of the Personnel Office.

2. It is my view that the DD/A has primary responsibility and authority for the general administration and supervision of all Agency travel and transportation, including primary responsibility for developing and recommending all travel and transportation policies, and for ensuring that approved policies are properly administered. In order to accomplish this, adequate regulations and procedures must be developed; appropriate delegations of authority and assignments of responsibilities must be made; and essential supporting services must be furnished.

3. With reference to the above, I view the Central Processing Branch of the Personnel Office as a composite service facility operating under the general supervision of the AD/P. As such it performs personnel, comptroller, medical and logistics functions at a central point for reasons of convenience and efficiency in the processing of personnel going to and returning from overseas duty. Accordingly, to the extent that the Overseas Processing Branch exercises travel authority in performing travel functions and services, it must do so under the technical supervision and direction of the Logistics Office, and under authorities delegated to it by the Chief of Logistics or by Agency regulation.

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4. To properly reflect these relationships in Regulations [] and [] I suggest the following revisions in these regulations:

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a. [] Delete the body of paragraph 13.e. and substitute the following:

"Assume responsibility for the general administration and supervision of the travel of CIA personnel and the transportation of CIA property."

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b. [] Delete the body of paragraph 2.f. 11) and substitute the following:

"Operation of a central processing service for the support of all personnel performing official travel. In the performance of this function and in the exercise of responsibilities and authorities otherwise assigned to and vested in other Agency components and staffs, the central processing service shall be under the technical direction and supervision of such components or staffs."

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5. Unless you have other suggestions or views, it is suggested that Regulations [] be revised accordingly and that subsidiary regulations such as Regulation [] be similarly made to reflect these relationships. Your comments are requested.

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[]
L.K. WHITE
Acting Deputy Director
(Administration)

12 April 1954 (Date)	
TO: Chief, Regulations Control Staff	
BUILDING 2210 E Street	ROOM NO. 202
REMARKS: Will you please make us two fac- simile copies of the attached file concerning administration of Agency travel and transportation? We wish to forward one of these to Logistics for their information and guidance. In addition, the original is intended for your files and action at some future dating, in revising Regulations No. <input type="text"/>	
Since there is agreement among the A-DD/A, the AD/P and the C/IO, (over)	
FROM: SA/DDA: <input type="text"/>	FILE NO. 100-104701
BUILDING Admin	ROOM NO. 225
FORM NO. 36-8 SEP 1946	

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no further coordination appears necessary. For the same reason, there appears to be no hurry for revising these Regulations until there is some future need to do so.

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ROUTING AND RECORD SHEET

INSTRUCTIONS.—Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Record and Routing Sheet should be returned to Registry.

FROM:

Deputy Assistant Director for Personnel *Jem*

NO.

DATE

8 April 1954

TO—	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		RECEIVED	FORWARDED		
1. A-DD/A	226 Admin				LKW: I asked Harry that I be permitted to answer your memo and buck slip. There isn't any confusion or misunderstanding at this level, either with regard to the actual authorities or method of delineating same. We are in complete agreement with the functional statements included in your letter of 1 April 1954. I'd also like to add that the arrangement has proven entirely satisfactory and is working very smoothly. We have established a policy whereby practically all employees of CPB will be selected from overseas returnees. We'd like you to drop in anytime for a first hand look see.
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